Chesapeake Conservation Corps
Member Application Instructions
2019 – 2020

AT A GLANCE

The Chesapeake Conservation Corps is designed to provide young adults with a professional experience in the environmental field, develop valuable career skills, and advance the influx of new leaders working on Chesapeake Bay issues.

Deadline
March 14, 2019 at 4:00 pm

Duration of Corps Member Service
Fulltime 12 month period
August 20, 2019 – August 18, 2020

Submit Your Application online:
https://www.grantrequest.com/SID_1520/?SA=SNA&FID=35168

Partners:

Introduction

Increasing community and individual stewardship is a critical component of efforts to restore local streams, rivers, and the Chesapeake Bay. The Trust has long focused on stewardship, awarding more than $90 million in grants in our 30-year history to engage residents of our region in efforts to restore and protect our natural resources.

As part of this effort, the Chesapeake Bay Trust is proud to partner with the State of Maryland, BGE an Exelon Company, and the National Park Service to administer the Chesapeake Conservation Corps Program (the Corps Program). The purpose of the Corps Program is two-fold: The first is to enable stipend Corps Members to work with Host Organizations and communities to implement a wide variety of environmental projects and programs including those in the fields of restoration, environmental education, forestry, sustainable agriculture, energy conservation, and community engagement. The second is to provide leadership and training opportunities for young adults who may pursue environmental and conservation careers. The specific objectives of the Corps are to:

1) Promote, preserve, protect, and sustain local streams, rivers, the Bay, and the region's other natural resources;

2) Provide young adults with opportunities to become better professionals, leaders, and citizens through meaningful service to local communities and the Chesapeake Bay region;

3) Mobilize, educate, and train young adults to work with communities and schools to promote environmental and energy conservation actions needed to preserve, protect, and sustain the environment;

4) Provide opportunities for young adults, especially disadvantaged young adults, to be trained for careers that will be part of the emerging green economy; and

5) Advance the diversity and influx of young talent to both increase the accessibility to environmental careers and build the capacity of organizations working on Chesapeake Bay issues.

Who are the Corps Members?

The Chesapeake Bay Trust anticipates placing 35-40 individuals in Host Organizations throughout the Chesapeake Bay region with service to begin August 20, 2019. Individuals will be between the ages of 18 and 25 years at the time of enrollment, and will include individuals with and without college degrees. They will serve a term of 12 months. The individual Corps Member will receive a stipend of $18,500 per year. The individual Corps Member is expected to be covered under the Host Organization's general liability insurance for Corps Members. Given the Trust's goal of increasing diversity in the environmental sector and Bay stewardship efforts, people of color are strongly encouraged to apply to serve as Corps Members, and organizations aiming to work with and connect diverse audiences to environmental issues are encouraged to apply to serve as hosts.

Who are the Host Organizations?

Host organizations include non-profit, higher education institutions, and local, state, and federal government organizations. To provide an idea of the type of organizations and positions offered in the Corps Program, a list of organizations who have served as Host Organizations can be found at www.cbtrust.org/ChesapeakeConservationCorps. The list of organizations interested in serving as Host Organizations for the 2019-20 program year will be available after the Host Organization deadline on February 19th.

Corps Host-Member Match Process and Timeline

Due to interest in the Program, we anticipate that more applications to be Host Organizations and Corps Members will be received than can be accommodated in the program. The Trust will organize and determine placements based on the following criteria: 1) mutual match listings, 2) quality of the Corps Member application and the value they will receive from being accepted into the Corps, 3) quality of the Host Organization application and proposed experience offered to the Corps Member, 4) field of interest matches, and 5) geographic location constraints and needs of the Corps Member applicant.

Dec 2018-Feb 19, 2019	Host Organization applications solicited
Feb 19, 2019	Host Organization application deadline
Dec 2018-Mar 14, 2019	Corps Member applications solicited. Eligible Host Organization applicants will be posted at www.cbtrust.org for potential Corps Member applicants to view.
Mar 14, 2019	Corps Member application deadline
Mar 18-Apr 1, 2019	First Round Review of Corps Member applicants
Apr 3-May 6, 2019	Applications of Corps Member Finalists made available to potential Host Organizations to view.
April 8, 2019	Corps Job Fair: Opportunity for potential Hosts and Corps Members Finalists to interact. (Optional but strongly encouraged)
May 6, 2019	All Host Organization applicants required to submit their list of Corps Member applicant placement choices and all Corps Member applicants required to submit their ranking of Host organization applicant placement choices.
May 13, 2019	Placement offers to Corps Members begin. Host Organizations will be expected to agree to host any potential Corps Member identified in their match lists.
Early-June, 2019	Placement offers complete.

Aug 20, 2019   Service terms begin. **All Host mentors and all Corps Members will be required to attend an orientation event on August 20, 2019.**

Corps Member Activities

Corps Members will be engaged in one or more of a wide array of activities in the fields of environmental restoration, energy conservation, sustainable agriculture, forestry, community engagement, and/or K-12 environmental education. The activities must meet an identifiable public need, with specific emphasis on projects and programs that result in long-term preservation, protection, and conservation of the environment. If placed, each Corps Member will work with their host organization and the Trust to expand the scope of work section of the application into a 12-month work plan for the service term. This work plan will include specific responsibilities and quantifiable metrics in which the Corps Member will be engaged, including a capstone project led independently by the Corps Member that will be expected to compose roughly 25% of the Corps Member's time during the year-long service term.

Examples of Environmental Restoration Projects include:
- Watershed restoration, including stream restoration, rain gardens, and other low-impact development projects
- Implementation of specific nutrient reduction activities, such as innovative stormwater practices (rain gardens, bio-retention cells), planting of bay grasses and oysters, installing living shorelines
- Implementation of green infrastructure projects to address problems like climate change, flood control, and pollution of nearby waterways.
- Working with communities to improve their environmental impacts and activities and to encourage environmental stewardship

Examples of Energy Conservation Projects include:
- Implementation of community greening and urban tree canopy projects that create energy savings
- Assistance to schools in becoming "green schools" and reducing energy costs
- Promotion of energy efficiency of households and public structures within neighborhoods through energy audits, weatherization, and other on-site energy conservation measures – e.g., "green street" energy projects
- Implementation of clean energy projects in communities to enhance the use of renewable energy, reduce carbon emissions, and mitigate climate change
- Improvement of the energy efficiency of housing for elderly and low-income households
- Implementation of clean energy projects in communities to enhance the use of renewable energy, including free and low-cost energy audits

Examples of Agricultural and Forestry Projects include:
- Implementation of agricultural best management practices to prevent or reduce nutrient runoff
- Working in partnership with the agricultural community on outreach and engagement projects to encourage stewardship
- Working with forestry programs to increase the amount of forested acres in the watershed
- Working with urban tree canopy programs

Examples of Education Projects include:
- Development of interactive environmental and/or energy conservation education programs for elementary and secondary school students and/or the public
- Development of curriculum targeted at training high school students and apprentices to obtain skills necessary to create and implement clean energy and climate resiliency projects in their communities and to compete for jobs in the emerging clean energy sector
- Assistance to schools to become "green schools" through hands-on projects with their students
- Building infrastructure to promote environmental education including outdoor classrooms, nature trails, public access to natural resources, and schoolyard habitats

Examples of Community Engagement Projects include:
- Development of environmental outreach tools and materials for a specific target audience
- Implementation of community-based restoration and conservation demonstration projects to engage citizens and encourage individual behavior change that will benefit watershed health
- Implementation of environmental and/or energy conservation awareness programs and projects to engage and educate citizens about the Bay and their local watersheds

Ineligible Activities

Corps Members may not:
- Participate in any partisan political activity while engaged in the performance of duties as stipend volunteers.
- Participate in any regulatory or statutory enforcement activities while engaged in the performance of duties as a member of the Corps Program.
- Undertake a project if the project would replace regular workers or duplicate or replace an existing service in the same locality.

Criteria and Guidelines

All eligible submitted Corps Member applications for the Chesapeake Conservation Corps Program will be evaluated and scored by technical expert reviewers using the following criteria. Preference will be given to applications that meet multiple criteria.

Scoring criteria for all requests:
- **General Quality of Application** (Scale of 1 - 4)**:** What is the level of completeness and attention to detail? Is the application well-written with enough information for sound evaluation? Did the applicant put time, thought, and effort into their application?
- **Essays** (Scale of 1 – 6): Are the essays well-written, thorough, and clear? What is the quality of the answers to the questions being asked? What is their level of interest in the program? Do the essays show personality and/or passion? Are the essays memorable? Are the answers consistent with the Corps goals?
- **Value to Corps Member** (Scale of 1 – 6): Will the applicant get value out of the Corps experience? What is their level of interest in the environmental field and/or a year of service? Will they benefit from the professional experience provided by the Corps? Will they benefit from the development of background/experience/skills provided by the Corps? Have they already experienced numerous internships and/or professional positions? Are the benefits this applicant will receive from the Program consistent with the Corps goals?
- **Value to Host Site** (Scale of 1 – 4): Will the applicant be a valuable asset to a Host Organization? Does the applicant have the background/experience/skills to be effective in a Corps position? What is the likelihood the applicant can work responsibly in a professional environment? Does the applicant express interest and/or need in being placed in the Corps Program? Does the application elicit confidence that the applicant will be productive and/or passionate working in a Corps position? Is the value to the Host consistent with the Corps goals?

Corps Member's Responsibilities

1) The Corps Member is expected to work with their Host Organization and the Trust to structure a work plan based on a 40-hour per week Corps Member schedule for the one-year term of service.

2) The Corps Member is expected to participate in five trainings and three project days during the service year to advance knowledge on particular environmental topics, promote team building among the cohort of Corps Members, develop technical skills, and share information about best practices.
3) The Corps Member is expected to submit quarterly status reports to the Chesapeake Bay Trust and a final report at the end of the service term.
4) The Corps Member will be required to attend and present a poster describing their proposed year's activities at the Chesapeake Watershed Forum at the beginning of November 2019, at the National Conservation Training Center in Shepherdstown, West Virginia.
5) The Corps Member will be required to participate in all other program components. A calendar of program events and deadlines will be provided to Corps Members at the start of the program year.

Host Organization's Responsibilities

The Host Organization has several responsibilities to the Program and its hosted Corps Member:
1) The Host Organization is expected to work with the Corps Member placed at their organization and with the Trust to structure the Corps Member's work plan based on a 40-hour per week Corps Member schedule for the one-year term of service.
2) The Host Organization is expected to provide a Corps Member with desk or office space and access to a phone and computer with internet access, provide parking or reimbursement for parking on-site, and provide mileage reimbursement for program-related travel, *including travel to program training activities and required site visits*. Host organizations must have office space.
3) The Host Organization is expected to cover the Corps Member under the Host Organization's general liability insurance for Corps Members.
4) The Host Organization is expected to submit quarterly status reports to the Chesapeake Bay Trust and a final report at the end of the service term.
5) The Host Organization is strongly encouraged, but not required, to provide costs (travel, registration, and lodging, if required) to enable the Corps Member to attend at least one professional conference during the service term.
6) The Host Organization is expected to designate a mentor to the assigned Corps Member; this mentor is expected to provide support and guidance to the Corps Member throughout the year. This is an important element of the program; both the mentor and the Corps Member should have mutual ownership over the Corps Member's experience.

Chesapeake Bay Trust's Responsibilities

1) The Trust will provide the Corps Member with a stipend of $18,500 for the one-year, non-renewable service term.
2) The Trust will cover workers compensation, FICA, and payroll costs for the one-year service term.
3) The Trust will provide an orientation event, approximately five mandatory training experiences, and three Corps project days during the service term.
4) The Trust will make available the opportunity for Corps Members to apply for Chesapeake Conservation Corps Mini Grants for projects associated with their service work of up to $1,250.
5) The Trust will provide registration costs for each Corps Member to attend the 2019 Chesapeake Watershed Forum, attendance at which will be required of Corps Members. The Trust will also provide registration costs for each Corps Member to attend the 2020 Watershed Forum.

Contact

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Application Submission Instructions and Deadlines

All applications to the Chesapeake Bay Trust are submitted through an online system. To apply go to http://www.cbtrust.org/chesapeakeconservationcorps, click on "New Applicant" and follow the onscreen instructions. If you have not yet registered to use the system before you will have to create an account. *Please note: The Trust's grant system works best in Internet Explorer, especially when uploading documents.*

Applicants must submit proposals using our Online System by **4:00 pm on March 14ᵗʰ, 2019**. Late applications will not be accepted, and the online opportunity will close promptly at 4:00 pm. **Applicants are strongly encouraged to submit at least a few days prior to the deadline** given the potential for high website traffic on the due date. The Trust cannot guarantee availability of Online System technical assistance on the deadline date.

In submitting this application to become a Chesapeake Conservation Corps Member, you attest that all information provided is true to the best of your knowledge, and commit to being placed with a Host Site for the service period and fulfill all responsibilities outlined above.

Proposal Instructions

When completing the online application process, you will be asked for the following information:

Contact Information
1) Name
2) Address
3) Phone Number
4) Email Address

Applicant Information:
1) Highest Degree Awarded
2) Year Degree Awarded
3) School Name
4) How did you hear about the Corps?
5) Types of Activities
6) Geographical Area Served
7) Employment History
8) Skills
9) Community and Volunteer Activities
10) References
11) Legal Information
12) Ethnicity (for survey purposes only; this information will not be shared)
13) Gender (for survey purposes only; this information will not be shared)
14) Age (for survey purposes only; this information will not be shared)

Narrative Upload:
You will be asked to copy and paste the questions and information below into a MS Word or PDF file not to exceed 4 pages of text addressing the following points. Then upload your completed narrative into the online application.

1) Question #1: Why are you interested in serving as a Chesapeake Conservation Corps member, what experience or skills do you have that would make you a strong member of the Corps, and to what aims do you hope to apply the experience in the future?

2) Question # 2: Of the types of environmental/watershed restoration, energy conservation, agricultural or forestry, infrastructure, community engagement and environmental education activities and projects described above in "Corps Member Eligible Activities," what types of activities and projects are you most interested in and why?

Resume Upload:
Optional: You will be able to upload your resume.

Letters of Recommendation Upload:
Optional: Letters of recommendation from the references listed above are encouraged but not required. Letters should describe your work competence, leadership potential, and your ability to build relationships. If you are not able to obtain letters of recommendation in time for submittal they can be emailed separately to tdrennan@cbtrust.org.